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Approved For Release 2004/12/22 : CIA-RDP81M00980R001400020029-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CAREER TRAINING PROGRAM - JULY 1978

~~SECRET~~ TRAINING

FROM:

[Redacted]

Administrative Officer, DCI

EXTENSION

[Redacted]

NO.

OLC-78-1316

DATE

4 April 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OLC
Dtt

[Redacted]

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Please note the attached announcement for nominations for the July 1978 running of the Career Training Program. Please submit your nominations, if any, to AO/DCI no later than 24 April.

[Redacted]

78-8197

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OLC-78-1316

MEMORANDUM FOR: Senior Training Officer, DDA
Senior Training Officer, DDO
Senior Training Officer, DDS&T
Senior Training Officer, NFAC
Senior Training Officer, O-DCI

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Nomination of Internal Applicants to the
July 1978 Class of the Career Training
Program

1. The Career Training Program is designed to give the young professional staff officer a broad exposure to the Agency's activities in order to help him or her become a more effective intelligence officer. Each class consists of formal classroom training, field exercises, and working assignments in analysis, operations, or other fields. The classes last from 9-12 months, depending on the Directorate to which the applicant is ultimately assigned (see attachments).

2. The next class of the Career Training Program will begin on 31 July 1978. To allow sufficient time for processing, Agency components should forward their nomination(s) of internal applicants, accompanied by supporting information and personnel file(s), to the Career Training Staff, Room 616, Chamber of Commerce Building, by 1 May 1978.

3. Internal applicants must have the same general qualifications as those considered from outside the Agency. They should be between 23-33 years of age, between grades GS-07-11, have at least a Bachelor's degree with a strong academic record, and possess good communication skills, an excellent job performance rating, and a strong commitment to the Agency. Nominating components should also consider what perspectives an applicant would bring to the Program based on Agency experience, and what the ultimate benefit to the Agency would be of the applicant's participation.

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4. Any qualified candidate who wishes to be considered for the Career Training Program must have the sponsorship of his or her component. Sponsorship in this instance means that the component agrees to keep the person on its table of organization and to pay the candidate's salary during the course of the training period. If several individuals within a component express an interest in attending the CT Program, that component should screen the applicants to identify the strongest candidate or candidates. If the component wishes to sponsor more than one person, it should rank the individuals in order of their competitiveness. The Career Training Staff is available for consultation and advice during this initial phase of processing.

5. Once a component has identified the individual(s) it wishes to nominate for the CT Program, it must accompany the nomination and personnel file(s) with statements supporting the application and agreeing to sponsor the candidate(s) for the CT Program.

6. Nominating components, as well as the applicants themselves, should understand that the Career Training Staff in every case does not make the final determination of a candidate's acceptability. For example, DDO applicants to the Program must also receive the approval of the Junior Officer Board, or their designated alternates.

7. Components and applicants alike should also be aware that the Career Training Staff does not have the authority to arrange for personnel transfers among or within Directorates, nor can it assure permanent placement upon completion of training. The Staff can, however, facilitate such changes provided the individual's parent component agrees to release the employee and another component expresses an interest in hiring the person. The Staff will arrange the necessary interviews between the individual and a prospective gaining component provided that all parties are aware of and in agreement with the employee's request for a change in assignment.

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8. Any questions regarding the Program itself or application procedures relating to the July 1978 Class may be directed to members of the Career Training Staff on extension 3261.



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Attachments

- 1 - Projected July 1978 Class
CTP Schedule
- 2 - Projected Schedule July 1978
Career Training Class

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